

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission	Kaua'i Fire Commission	Meeting Date	May 6, 2019
Location	Mo'ikeha Building – Meeting Room 2A/B	Start of Meeting: 2:00 p.m.	End of Meeting: 3:14 p.m.
Present	Chair Chad Pacheco; Vice Chair Linda Iwamoto-Kaauwai; Commissioners: Jen Chahanovich, Alfredo Garces Jr., Alfred Levinthol, Michael Martinez and Thomas Nizo. Also present: Board & Commissions Office Staff: Support Clerk Mercedes Omo and Administrator Ellen Ching; Office of the County Attorney: Deputy County Attorneys Cameron Takamura and James Forest; Kaua'i Fire Department: Deputy Fire Chief Kilipaki Vaughan; Secretary Soncy Tamashiro and numerous firefighters in the Kaua'i Fire Department.		
Excused			
Absent			

SUBJECT	DISCUSSION	ACTION
Call To Order		Chair Pacheco called the meeting to order at 2 p.m. with all seven (7) Commissioners present to conduct business.
Chair's Comments/ announcements	Next Regular Monthly Meeting – Monday, June 3, 2019 at the Mō'ikeha Building, Meeting Rooms 2A/2B. Executive Session to follow.	
Approval of Minutes	<p>Regular Open Session Minutes of March 4, 2019 and April 1, 2019</p> <p>Deputy County Attorney Takamura requested that on page two, third paragraph of the March 4, 2019 meeting minutes be amended to reflect that it was he who made that statement and not Mr. Morimoto. Also, on page two, fifth paragraph, the name should be Mr. Wilson and not Mr. Colin. Staff acknowledged the corrections and will make the necessary changes. With no further corrections, Chair Pacheco called for a motion to approve the meeting minutes of March 4, 2019 as amended, then and another motion to approve or amend the meeting minutes of April 1, 2019.</p>	<p><u>Motion No. 1</u> Ms. Chahanovich moved to approve the meeting minutes of March 4, 2019 as amended. Mr. Nizo seconded the motion. The motion carried 7:0.</p> <p><u>Motion No. 2</u> Mr. Garces moved to approve the meeting minutes of April 1, 2019. Mr. Nizo seconded the motion. The motion carried 7:0.</p>

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Chief's Monthly Reports as of March 31, 2019	<ol style="list-style-type: none"> 1. Fire Commission Reports 2. Strategic Initiatives and Goals 3. Fiscal Report 4. Daily Flight Hours and Alarm Data 5. Chief's announcements and other pertinent updates <p>On behalf of the executive staff, the 143 firefighters and 56 ocean safety personnel Deputy Fire Chief Vaughan thanked the Commissioners giving him the opportunity to present his monthly reports highlighting his meeting with the Department of Land and Natural Resources and Curt Cottrell and Alan Carpenter from the Department of Parks and recreation in regard to a memo of understanding between the County and the State to have the ocean safety bureau personnel stationed at the Kē'e lifeguard tower and at the Hā'ena landing zone provide water safety protection to the area. His meeting with the Director of Finance Reiko Matsuyama and Budget Director Ken Shimonishi on pension spiking issues and his attendance to the County Council budgetary review meeting for fiscal year 2019/2020 in which he volunteered the Department to undergo an internal audit.</p> <p><u>Operations Bureau</u> There was a total of 556 calls for service in the month of March ranging from medical, structural fires, vehicle accidents, vehicle fire, brush fire, rescues and hazardous materials.</p> <p><u>Equipment and Apparatus Status</u> Majority of the Department's engines are mission capable with the exception of engine no. 4 which is still partial mission capable.</p>	

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	<p><u>Training</u> The 29th Fire Recruits began their training on March 1, 2019. To date all nine recruits have completed all but one of the trainings that included the national emergency technician training. The last and final training is the firefighter's skills and ability training which will end the latter part of September. Upon completion, all nine recruits will be assigned to line duty come October 2019.</p> <p><u>Prevention Bureau</u> The prevention bureau is anticipating an increase in the amount of fire investigations. The fire lieutenant's position is vacant and will remain vacant until a final decision to select a new Fire Chief is made.</p> <p><u>Ocean Safety Bureau</u> The Kaua'i Life Guard Association over the years has made a significant monetary and equipment donations totally up to \$895,000 to the ocean safety bureau. On June 1, 2019 KLA will be holding its annual beach bash at the Kaua'i Marriott in Lihu'e.</p> <p>The five new ocean safety recruits began their 80 hours of training. All five positions were created during the transition of the Department's roving patrol. Lastly, the junior lifeguard instructors meeting was held on March 20 and 27 to prepare for the upcoming junior lifeguard summer program. There were three drownings reported in the month of March compared to one each in January and February of this year.</p> <p><u>Budget Report as of March 31, 2019 for Fiscal Year 2018/2019</u> As Fiscal Year 2018-2019 draws to an end, the Department is on track and has expended 75% of its original budget of \$32,098,761.00 with a remaining 25%.</p>	

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	<p><u>Air 1 Daily Flight Hours & Alarm Data</u></p> <ul style="list-style-type: none"> ▪ Daily flight hours – 14.5 hours ▪ Maintenance – 0.1 hours ▪ Administrative – KFD 1.0 hours ▪ Search and Rescue 3.2 hours & Fire 9.2 hours ▪ <u>Training</u> <ul style="list-style-type: none"> Pilot – 0.0 hours Rescue – 1.0 hours ▪ <u>Alarm Data</u> <ul style="list-style-type: none"> Emergency – 4 hours Fire – 3 hours ▪ <u>Rescue Data</u> <ul style="list-style-type: none"> Land – 2 hours Water – 1 hour Bodies found – 2 <p><u>Strategic Initiatives & Goals Update</u></p> <p>The Department is on track with its strategic initiatives and goals highlighting The following strategic initiative and goals:</p> <p>Strategic Initiative 2. <u>Initiate improvements in the hiring, probation period and promotion process.</u> Since missing the opportunity to conduct departmental exit interviews for all of the personnel who retired in 2017 and 2018 based on its current staffing the Department will be revisiting the exit interviews.</p> <ul style="list-style-type: none"> • Goal 2.2.4 <u>Develop and implement a plan for leadership and management development for firefighter and ocean safety managers and supervisors.</u> Update - The Department has been sending its personnel to attend various trainings throughout the months of March and April. 	

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	<p><u>Strategic Initiative 5. Update Project Information Documents (PIDS) for needed Capital Improvement Projects (CIP).</u></p> <ul style="list-style-type: none"> • <u>Goal 5.1.2 Kīlauea/Anahola Fire Station.</u> Update – On April 2, 2019 The Department proposed a \$100,000 capital improvement project for the Kaua'i Fire Department utilization & operational study to determine emergency response level of service, emergency medical services (EMS) feasibility, and standards of coverage in relation to staffing. Deputy Fire Chief Vaughan noted that he hopes that the County Council will vote in favor of the proposal so the Department can continue to move the Department into the future. <p>Chad Pacheco asked if any payments have been received from the State for the expenses incurred by the ocean safety lifeguards stationed at Kē'ē Beach to which Deputy Fire Chief reported that the Department has been reimbursed by the state for the services rendered.</p> <p>Mr. Nizo asked relative to strategic initiative 5.1.2 if \$100,000 cost to do the study is going to be conducted by an outside agency and if the personnel in the different bureaus are going to have an opportunity to provide own input as well.</p> <p>Deputy Fire Chief Vaughan replied that the Department would have to procure the services of an outside agency to conduct the study and all internal and external stakeholders will have an opportunity to provide their input as well.</p>	<p>Mr. Levinthol moved to accept the Chief's Monthly Reports. Vice Chair Kaauwai-Iwamoto seconded the motion. The motion carried 7:0.</p>
<p>Business KFC 2019-06</p>	<p><u>Discussion and decision-making on establishing a Permitted Interaction Group. The purpose of establishing the Group would be for the hiring of a new Fire Chief and that the Commission will define the scope of the Group and each individual's authority which may include:</u></p> <p>a) Assisting Human Resources with framing the language to use for the job posting</p>	

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	<p>b) Length of the job posting and selection of advertisement venues c) Select and determine the number of criterias` d) Review applications e) Selection of semi-finalists f) Follow-up and control to ensure time frames are met g) Framing and vetting written and oral questions for the candidates, and have the ability to critically review all aspects of the process</p> <p>Chair Pacheco called for a motion to establish a permitted interaction group for the selection of a new Fire Chief and whose scope of assignments are indicated (a) through (g) on the agenda.</p> <p>Mr. Takamura clarified that the scope of the permitted interaction group assignments is to come up with recommendations for presentation to the full body at the next Commission meeting.</p> <p>Chair Pacheco asked for three volunteers to serve on the permitted interaction group to which Vice Chair Kaauwai-Iwamoto and Commissioners Martinez and Nizo volunteered.</p> <p>Chair Pacheco stated that the next order of business is to define the scope of each member's authority. He asked if the Group could perform all of the assignments as indicated on the agenda to which Mr. Takamura replied if that is what the Commission desires than sure noting that the Commission could either add or delete either of the assignments.</p> <p>Chair Pacheco stated that asked if it would be possible at a later date to add more assignments for the Group to do to which Mr. Takamura replied that he would have to look into and will provide his answer at the next Commission meeting.</p>	<p><u>Motion No. 1</u> Mr. Levinthol moved that a permitted interaction group be established. Ms. Chahanovich seconded the motion. The motion carried 7:0.</p> <p><u>Motion No. 2</u> Mr. Levinthol moved to have Vice Chair Linda Kaauwai-Iwamoto and Commissioners Michael Martinez and Thomas Nizo serve on the permitted interaction group to conduct an independent study for the selection of a new Fire Chief. Ms. Chahanovich seconded the motion. The motion carried 7:0.</p>

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	<p>Chair Pacheco stated that until the Commission hears back from Mr. Takamura to see if additional assignments can be added to the Group’s scope assignments, he would like to call for a motion to have the Group complete assignments (a) through (g).</p> <p>Mr. Martinez asked if he could make a motion that as a caveat if other tasks can be perform that are also related to the selection of a new Fire Chief. Mr. Takamura stated that he’ll do the research and would provide his legal response at the next Commission meeting in executive session.</p> <p>Mr. Takamura stated that the next order of business is for the Commission to establish each member’s scope of assignment or is the Group going to work collectively to complete assignments (a) through (g). Chair Pacheco stated that based on the Commissioners facial gestures they would like the members to work collectively as a group to complete all of the assignments.</p>	<p><u>Motion No. 3</u> Mr. Nizo moved that the scope of the Group’s assignments may include: a) assisting the Department of Human Resources with the framing of language to be used for the Fire Chief’s job posting; b) the length of the job posting and the selection of advertisement venues; and c) select and determine the number of criterias’; d) review the applications; e) selection of the semi-finalists; f) follow-up and control to ensure time frames are met; and g) frame and vet the written questions and oral questions for the candidates; g) and have the ability to critically review all aspects of the hiring process. Mr. Levinthol seconded the motion. The motion carried 7:0.</p> <p><u>Motion No. 3</u> Mr. Martinez moved that if Mr. Takamura’s opinion allows it, in addition to assignments (a) through (g), Group will have the authority to perform other assignments relating to the selection of a new Fire Chief. Mr. Nizo seconded the motion. The motion carried 7:0.</p> <p><u>Motion No. 4</u> Mr. Nizo moved that each member of the permitted interaction group have equal authority to complete assignments (a) through (g) with caveat that they will have the authority to perform other assignments that are also related to the selection of a new Fire Chief. Ms. Chahanovich</p>

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		seconded the motion. The motion carried 7:0.
Executive Session ES KFC 2018-002	<u>Pursuant to Hawai'i Revised Statutes §92-4 and §92-5 (a) and (2) and (4), the purpose of this Executive Session is for the Commission to discuss the hiring of a new Fire Chief and other related matters where consideration of matters affecting privacy will be involved, and to consult with its attorney on questions and issues pertaining to the Commission's powers, duties, privileges, immunities and liabilities as they may relate to this agenda item. (On-going)</u>	At 2:37 p.m. Administrator Ellen Ching read the Hawai'i Revised Statutes to bring the meeting into Executive Session.
ES KFC 2019-005	<u>Pursuant to Hawai'i Revised Statutes §92-4, §92-5 (a) (4), §92-9 (a) (1-4) and (b), the purpose of this Executive Session is for the Commission to approve the Regular Executive Session Meeting Minutes of April 1, 2019 and to consult with its attorney on issues pertaining to the Commission's powers, duties, privileges, immunities, and or liabilities as they may relate to this agenda item.</u>	Chair Pacheco called for a motion to enter into Executive Session. Mr. Garces moved to enter into Executive Session. Mr. Martinez seconded the motion. The motion carried 7:0. At 2:38 p.m. the Commissioners entered into Executive Session.
Return to Open Session to ratify the actions taken in Executive Session	At 3:14 p.m. the Commissioners reconvened in Open Session. Chair Pacheco called for a motion to ratify the actions taken in Executive Session.	<u>ES KFC 2018-002:</u> On-going <u>ES KFC 2019-005:</u> A motion was made and carried 7:0 by Ms. Chahanovich and seconded by Vice Chair Kaauwai-Iwamoto to approve the Executive Session Meeting Minutes of April 1, 2019 as circulated.
Adjournment	With no further business to conduct, Chair Pacheco called for a motion to adjourn the meeting.	Mr. Nizo moved to adjourn the meeting. Mr. Martinez seconded the motion. The motion carried 7:0. At 3:14 p.m. the meeting adjourned

Submitted by: _____
Mercedes Omo, Staff Support Clerk

Reviewed and Approved by: _____
Chad Pacheco, Chair

- (x) Approved as circulated on June 3, 2019
- () Approved as amended. See minutes of _____ meeting.